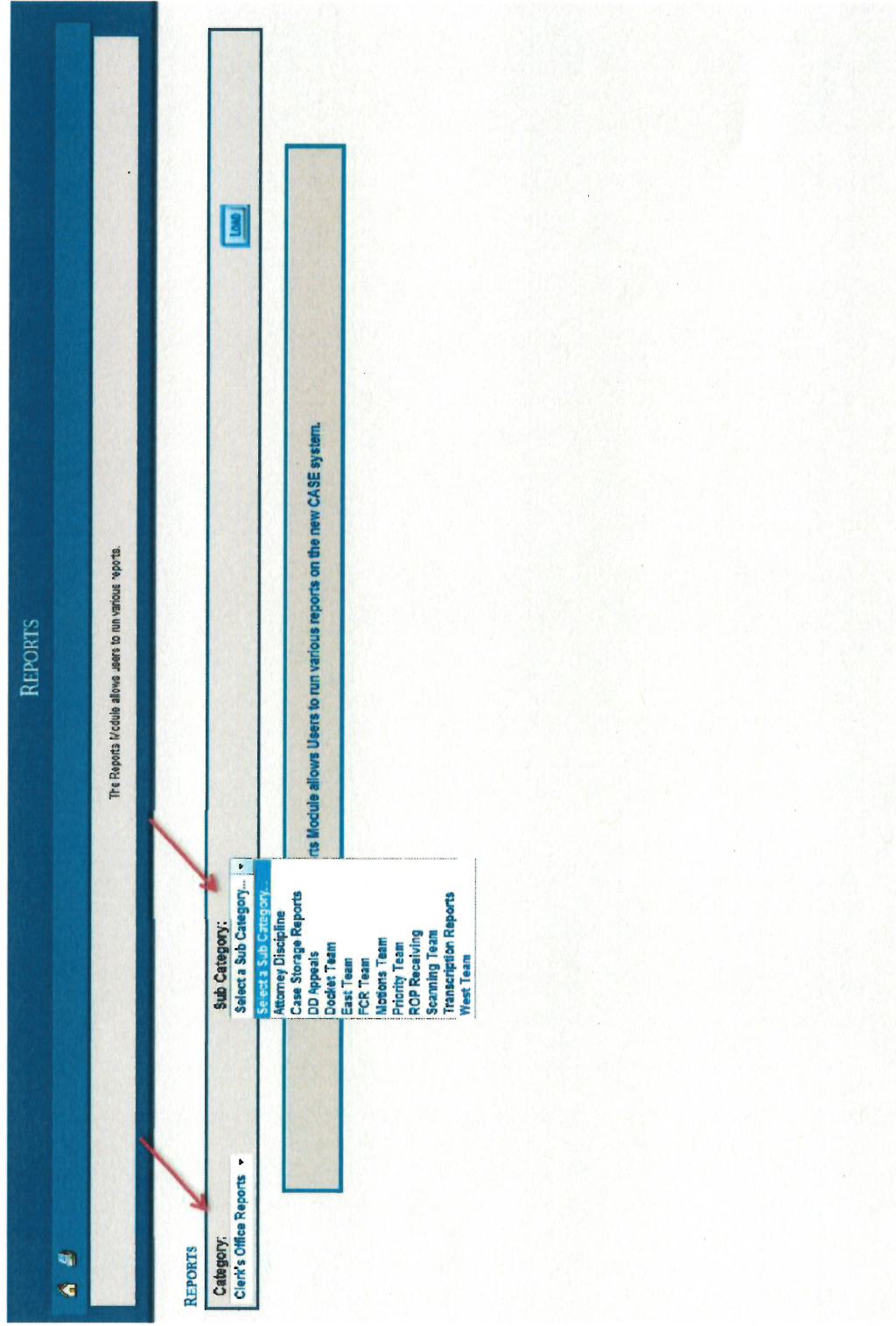


Accessing Reports in CASE



- Access CASE and Click on Reports

Accessing Reports in CASE



- Click on Clerk's Office Reports and the Team for which you are working on

Accessing Reports in CASE

REPORTS

The Reports Module allows users to run various reports.

Category: Select a Category... Sub Category: West Team

Category = Clerk's Office Reports Sub Category = West Team

Description	Location
WEST - 30/60/90 Day No ROP Report	Click to View
WEST - Briefs Received	Click to View
WEST - Case Appeals Awaiting Briefing Report	Click to View
WEST - Cases Awaiting Log-In	Click to View
WEST - Cases With Login Dates	Click to View
WEST - IJ MTRs Awaiting Briefing Report	Click to View
WEST - Zero Tapes/Zero DAR	Click to View
WEST - Cases Awaiting Transcription Report by Cluster	Click to View
WEST - IJ Certs	Click to View

- Click on your specific Report

West - Cases Awaiting Log-In

Please Select a Base City Cluster

☒ Cluster 1
☐ Cluster 2
☐ Cluster 3
☐ Cluster 4

[Select all](#) [Deselect all](#)

- Click on the Base City Cluster that you are working in and click Finish to see the Report populate

Accessing Reports in CASE

West - Cases Awaiting Log-In Cluster 1

Red Highlighted From 12/15/14 Case Every Highlighted Case Pro Bono Case Green Highlighted Case Case

Cluster 1

Case Number	Base City	Date Filed	Appeal Type	Functional Level	Subordinate Party	Last Scan	Date Brief Filed by Alien	Date Brief Filed by CMS	Ready for Log-In
(b) (6)	DAL	07/15/14	Case Appeal	WESTERN REGION TEAM	ATCMSG-DESK	01/15/15			12/11/14
	DAL	10/01/14	Case Appeal	20PL AREA 1 CAE 065	SHEL# 10	01/07/15	01/20/15	02/06/15	2/10/15
	DAL	10/07/14	Bond Appeal	20PL AREA 1 CAE 065	SHEL# 10	01/07/15	01/21/15		2/11/15
	DAL	11/25/14	Appeal of II MTR	20PL AREA 1 CAE 067	SHEL# 38	12/11/14	01/15/15		2/11/15
	DAL	12/06/14	Appeal of II MTR	20PL AREA 1 CAE 065	SHEL# 39	12/10/14	01/16/15		2/10/15
Cluster 1 Summary:		5	Lead Alien Numbers with Risks:	0	Pro Bono Cases: 0				
Report Summary:		5	Lead Alien Numbers with Risks:	0	Pro Bono Cases: 0				

- The Report will populate and you will work off of this to see what is pending in your cluster